

Susan H. Cipperly, Town Planner

1. Consultant selection process for Emmitsburg Square Design (ESD) project. Phone and in-person interviews. Follow-up correspondence to those not selected. Review of contract materials for selected firm.
2. Articles and info regarding Community Development activities were placed on the Town website in Community Development section.
3. Undertook follow-up activity regarding the Emmitsburg East Industrial Park II final plat and site plan application, e.g. letter of credit, RFP for review of plans by licensed engineer, public works agreement, etc.
4. Preparatory to Oct. 24 court date -- organized file materials re RJD Development mowing violations. Met with Town Attorney, Town Manager, and Code Enforcement officer.
5. Attended district court in Frederick on Oct. 24. Agreement reached immediately prior to hearing by the judge.
6. Worked on comments for Frederick County Septic Tier map.
7. Sent violation letters to Emmitsburg Veterinary Hospital, and had follow-up meeting with owner. Requested detailed description of intended use of fenced area for purposes of Zoning Administrator determination.
8. Supervised permit and enforcement program/staff person.
9. Answered inquiries re zoning ordinance requirements and development.
10. Answered questions regarding potential Community Legacy program of matching grants for work on buildings in Sustainable Community Area.
11. Answered questions from the public re the Emmitsburg Square Design project. Prepared background materials to give to consultant re infrastructure, history, etc.